



## **Archdiocese of Seattle, Office for Catholic Schools**

### **SECONDARY PRINCIPAL JOB DESCRIPTION**

- Is the chief administrator and faith leader of the school community and is responsible to the Superintendent of Catholic Schools.
- Implements a mission statement that reflects gospel values and represents the collective wisdom of the school community, the Archdiocese and the educational community.
- Assures the development and implementation of an overall learning environment that promotes faith formation, ethical decision making, social justice and Catholic Christian leadership.
- Plans and administers educational programs that challenge and direct secondary students toward being productive adult members of society.
- Promotes an understanding of individual differences and needs of students and plans a broad-based curriculum to address that variety of abilities, cultures, styles and needs.
- Is knowledgeable regarding Washington State educational standards and requirements and directs efforts to prepare students to meet and/or exceed these standards.
- Sees to it that appropriate educational technology and equipment are provided as necessary to support the educational goals of the school.
- Establishes a school organizational structure, with clearly defined lines of authority that provides for effective communication with all constituencies and the smooth operation of the school.
- Oversees the development of an overall financial plan for the school, working with the Advisory Board and the Development Office to develop a long-range financial plan, including fund solicitation, fund-raising, alumni association development and endowment programs.
- Assures the preparation and administration of the school budget and the proper handling of all funds collected in the school's name.
- Hires, supervises, evaluates and terminates faculty and staff in collaboration with the administrative staff.
- Tends to the morale of the faculty and staff.
- Provides professional growth opportunities for the faculty and staff.
- Assures the development of policy and a process for disciplining students that is consistent with gospel values and sensitive to the development stages of adolescents.
- Provides counseling and guidance services for students.
- Provides the coordination of all activities (spiritual, service, academic, cultural, athletic, recreational, social) involving the school community with the assistance of the respective Assistant Principals, department heads, coaches and moderators.
- Oversees the management of the school building and grounds, including the development of short and long-range maintenance and improvement goals.
- Assures the successful implementation of archdiocesan policies.
- Serves an ex officio member and Executive Officer of the School Advisory Board.
- Maintains a level of knowledge and skills required to function as a Catholic High School Principal, participating in archdiocesan, state and national inservice opportunities as well as through professional memberships.